



**COMMONWEALTH OF MASSACHUSETTS  
TOWN OF NEW MARLBOROUGH  
OFFICE OF THE BOARD OF SELECTMEN  
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**Michele Shalaby, Chair  
Nathaniel H. Yohalem  
Tara B. White  
Board of Selectmen**

**Minutes of Selectmen's Meeting  
Wednesday, September 9, 2015  
10 a.m.**

**Board Members Present:** Michele Shalaby, Chair  
Nathaniel Yohalem  
Tara B. White

**Others Present:** Mari Enoch, Town Administrator

**The meeting of the Board of Selectmen convened at 10 a.m.**

The purpose of this meeting was for the Board of Selectmen to discuss and set goals for FY16. The following goals were agreed upon:

**Completion Target Date**

**Staff Complete/Backups**

**November 2, 2015**

**Accountant**

- Currently no backup.
- No temporary backup needed, but long-term backup necessary.
- Appointment not necessary.
- If Sharon agrees, she will be long-term backup.

**Personnel Policy Committee Update**

**November 2, 2015**

- Feedback from Highway Department.
- Board of Selectmen to meet with Committee and complete Policy.
- Circulate to all employees with option for feedback.
- Adopt.

**Clarify Roles****June 30, 2016**

Clarify in writing:

- Tree Warden, Solid Waste Coordinator, Animal Control Officer.

**Finance Policy and Procedures****December 31, 2015**

- Discuss with Finance Committee in October.

**Broadband Direction****June 30, 2016**

- Hold special Town Meeting.
- Choose Operator.
  - . RFP (Request for Proposal).
  - . Memorandum of Understanding and Term Sheet.

**Five-Year Road Plan****October 2015**

Work in Progress – Board of Selectmen would like the following clarifications:

- Clarify new stream crossing standards met?
- Do other stream crossings need to be updated?
- Are intermediary repairs in estimates, i.e. Norfolk Road.
- Clayton Mill River Road.

**Clayton Mill River Road Funding****November 2015****Clear IRS Notices****December 2015**

- File Forms

**Clayton Mill River Road Culvert Construction Complete****December 2015**

**Being that there was no further business to be brought before the Board, a motion was made, seconded and so voted by all members to adjourn the meeting at 11:09 a.m.**

Respectfully submitted,

Sharon Fleck  
Administrative Secretary